

Volume II - Technical Application

Solicitation Number

Name and Address of Applicant

Point of Contact

Telephone/FAX Number/E-Mail Address

List of Team Members

Title of Project

Date of Application

Program Area of Interest (if Applicable)

An application may include technical data and other data, including trade secrets and/or privileged or confidential commercial or financial information, which the applicant does not want disclosed to the public or used by the Government for any purpose other than application evaluation. To protect such data, the applicant should specifically identify each page including each line or paragraph thereof containing the data to be protected and mark the cover sheet of the application with the following Notice as well as referring to the Notice on each page to which the Notice applies:

NOTICE OF RESTRICTION ON DISCLOSURE AND USE OF DATA

The data contained in pages [] of this application have been submitted in confidence and contain trade secrets or proprietary information, and such data shall be used or disclosed only for evaluation purposes, provided that if this applicant receives an award as a result of or in connection with the submission of this application, DOE shall have the right to use or disclose the data therein to the extent provided in the award. This restriction does not limit the Government's right to use or disclose data obtained without restriction from any source, including the applicant.

DOE shall not refuse to consider an application solely on the basis that the application is restrictively marked.

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PUBLIC ABSTRACT

This section shall contain a public abstract of not more than one (1) typewritten page clearly stating the objectives of the proposed research, the title of the project, methodology, and sponsoring organization (s). It is a stand-alone document. This abstract may be released to the public by DOE in whole or in part at any time. It is, therefore, required that it shall not contain proprietary data or confidential business information.

TECHNICAL DISCUSSION

The technical application will consist of the applicant's outline addressing the technical and management aspects of the assistance action, the applicant's capabilities and what the applicant will do to satisfy the requirements of the solicitations. Since the technical information contained in this section will be evaluated to determine such matters as understanding of the work to be performed, technical approach, and potential for completing the desired work, it should be specific and complete in every detail. The application should be practical and be prepared simply and economically, providing a straightforward, concise delineation of what it is the applicant will do to satisfy the requirements of the solicitation.

EACH INDIVIDUAL SOLICITATION WILL CONTAIN SPECIFIC PROPOSAL PREPARATION INSTRUCTIONS FOR THIS SECTION OF THE TECHNICAL VOLUME.

In order that the Technical Application may be evaluated strictly on the merit of the material submitted, no cost information is to be included in the Technical Application. Where estimated man-hours will provide clarity, they shall be quoted in man-hour figures only, with no indication as to the cost of these man-hours.

The application shall not merely offer to perform work in accordance with the solicitation but shall describe the actual work proposed.

The Technical Application shall contain only single-sided pages. The statement of project objectives, resumes and additional pertinent publications are to be attachments to the Technical Application and will not be included in the page limitation. **Pages in excess of the page limitation will be removed from the application, discarded prior to evaluation, and will not be evaluated.** The proposed text shall be double spaced, using 12 point font, 1" margins, and when printed will fit on size 8 1/2-inch by 11-inch paper. Illustrations shall be legible and no longer than 11-inch by 17-inch foldouts, as appropriate for the subject matter. Each 11-inch by 17-inch foldouts is considered two pages when determining the number of pages. Pages shall be sequentially numbered.. Except as otherwise noted in the solicitation, the page guidelines previously set forth constitute a limitation on the total amount of material that may be submitted for evaluation. No material may be incorporated in any application by reference as a means to circumvent the page limitation.

All measurements described in the application shall be expressed in the metric (SI) system with the customary unit conversion in parentheses. Additionally, applicants are hereby notified that any instrumentation associated with tasks which will be performed will be required to be in the SI system and all technical reporting will require information in the SI system.

TECHNICAL EXCEPTIONS AND DEVIATIONS

This section shall identify and explain any exceptions or deviations taken or conditional assumptions made with respect to the technical requirements of the solicitation.

Any exceptions taken must contain sufficient amplification and justification to permit evaluation. All benefits to the Government shall be explained for each exception taken. Such exceptions will not, of themselves, automatically cause an application to be termed unacceptable. However, a large number of exceptions, or one or more significant exceptions not providing benefit to the Government may result in rejection of the application(s) as unacceptable.

APPENDICES

- A. STATEMENT OF PROJECT OBJECTIVES
- B. RESUMES
- C. ADDITIONAL PERTINENT PUBLICATIONS (if any)
- D. LETTERS OF COMMITMENT (if any)